

Minutes of the Regular Meeting of the

**STATE BOARD OF CAREER AND TECHNOLOGY EDUCATION
HODGE EDUCATION BUILDING
2500 NORTH LINCOLN BOULEVARD
OKLAHOMA CITY, OKLAHOMA**

May 20, 2021

The State Board of Career and Technology Education began its regular session at 9:01 a.m., Thursday, May 20, 2021 at the Oklahoma Department of Career and Technology Education, 1500 W. 7th Ave., Stillwater, OK 74074; and via the zoom platform. Notice was properly given, and the final Agenda was posted at 3:04 p.m., May 18, 2021, in accordance with 25 O.S. 2011, § 311(9).

Members of the State Board of Career and Technology Education present:

Ms. Joy Hofmeister, State Superintendent of Public Instruction and Chair of the Board
appeared via zoom

(appeared at approx. 9:15am)

Dr. Marcie Mack, State Director, ex-officio nonvoting member, appeared in person

Mr. Brian Bobek, Oklahoma City, appeared via zoom

Mr. Michael Brown, Lawton, appeared via zoom

(appeared at approx. 9:03am)

Mr. Randy Gilbert, Tecumseh, appeared via zoom

Ms. Estela Hernandez, Oklahoma City, appeared via zoom

Mr. Edward Hilliary, Elgin, appeared in person

Ms. Janet Smith, Tulsa, appeared via zoom

Mr. David Stewart, Afton, appeared via zoom

Members of the State Board of Career and Technology Education not present:

Mr. Jimmy Stallings, Enid

Attendees from the Oklahoma Department of Career and Technology Education and other guests:

See Attachment A.

CALL TO ORDER

Superintendent Hofmeister called the meeting to order at 9:01 a.m. Ms. Angela Jones called the roll and ascertained there was a quorum.

SWEARING IN OF NEWLY APPOINTED BOARD MEMBER, MR. EDWARD HILLIARY, ELGIN

Dr. Mack administered the Oath of Office to Mr. Hilliary, who has been appointed to the State Board by the Governor and confirmed by the Senate.

SUPERINTENDENT'S COMMENTS

Superintendent Hofmeister said I just want to highlight great students and those who are part of CareerTech and also part of our K-12 education system. We have a board member, Estella Hernandez, and she brought to my attention a few really deserving people to bring attention to. They were also given awards this week and with the Air Force Association (AFA) the Gerrity Chapter. I would love to highlight one of the teachers who was honored is from CareerTech, Ms. Tonja Norwood. This is a partnership effort with STEM (Science, Technology, Engineering and Mathematics) education as many of you may already be acquainted, for those who are not, a really important opportunity for CareerTech as well as AFA. We also want to honor the Cadet of the Year, Ryan White of Edmond North High School, who was honored at this award ceremony. I want to give an opportunity for Ms. Hernandez if there's any more that you would like to add. I know you've shared some really special pictures with me too.

Ms. Hernandez said that it was a wonderful morning to be able to see CareerTech highlighted at the awards ceremony for AFA. We had several individuals in leadership from Tinker who came to acknowledge and honor them and of course you should be very proud of the work that Ms. Tonja Norwood is doing. Of course, as you know with new work that's being done to bring awareness and to bring STEM education to our rural areas it's so important to highlight those educators and CareerTech is a big part of that. It's just such an honor to see that and to be a part of this board and to serve in this capacity so thank you.

DIRECTOR'S COMMENTS

Dr. Mack said good morning and I want to share a few updates.

- You will be receiving information on Summit registration, our annual conference in August. Yes, it's already time again to prepare for Summit and for the addition of the awards banquet. We will be sending that information out to you and let us know if you want to get registered.
- We have completed a work-based learning agreement with Express Employment Professionals and the Oklahoma Office of Workforce Development. This is a pilot

that we have with 10 (ten) schools in working to align our students with employers' needs and provide that whether in a pre-apprenticeship internship so that the students have an opportunity to learn about the industries and we're also helping to fill that workforce need that's out there.

- I have had my statewide Business Advisory meeting. Next week I will have the Military Advisory meeting. Having these makes sure that we're keeping that conversation going, meeting the businesses where they're at and the military advisory that information on making sure that we're providing support for not only their workforce but other initiatives that they have.
- We were very fortunate to celebrate, for the first time, a skill center's graduation with our female truck driver training. We were honored that we had four females who graduated from the truck driver training program that we are offering in partnership with the Department of Corrections. All four of the ladies are employed, two of them are already employed; the other two are employed upon release. We're very grateful for our partnership with Fry Miller in that as well.
Today they will be interviewing for the next start of our male truck driver training. If you will remember, we launched our truck driver training offender program in August 2020 with Central Technology Center. Without them and their staff we wouldn't be able to do it. We're excited that we have been able to graduate our first female class. More to come on that and we are excited to keep that moving forward.
- Talking about a couple of other industries that we've been working with, Aerospace and Defense ACES (Aerospace Commerce Economic Services) Team at the Oklahoma Department of Commerce. We are updating locations on our website that specifically outline the job outlook for the various pathways. When we talk about the pipeline that is all the way from middle school to postgraduate. We have aerospace and automotive outlined currently on our website and we are working with our partners from the business advisory, some of our economic development gave us feedback indicating that they could utilize that information how we had it outlined for filling out the Request for Information (RFI). We are going to continue to move that forward. We will send you the link so that you can check that out and provide us your feedback.
- We are very fortunate that The CareerTech Foundation has named six recipients for the Hall of Fame and we look to honoring them in October.
- On August 29th we had an industry panel on Health. We will continue to have industry panels each month. We also had the opportunity to participate in a panel on construction and construction workforce in the State of Oklahoma with OETA (Oklahoma Educational Television Authority).
- We are continuing our Oklahoma Educator Industry Partnerships (OEIP). We did those online throughout the year. We completed our last one in April with the Business, Marketing and Information Technology Education program. This summer we will have five in-person Oklahoma Educator Industry Partnerships programs that the schools and educators will benefit from by providing that opportunity for them to meet in person for that professional development.
- We have launched, through the great work of Margie Cooper, our intranet called CThub. We have moved our internal information to sharepoint, which has provided

us an avenue to provide information more readily available to our staff. I want to give a special thank you to Margie Cooper and our Human Resources staff for making that happen.

- Our all staff meeting this year will be June 14th. I invite any of the board members who may want to attend. We will be offering the option of in-person and virtual for our staff. We will meet at Meridian Technology Center, here in Stillwater.

1.05 MINUTES OF THE MARCH 25, 2021 REGULAR MEETING

Mr. Stewart moved to approve the minutes of the March 25, 2021 regular meeting. Ms. Smith seconded. The motion carried with the following votes: Mr. Bobek, yes; Mr. Brown, yes; Ms. Hernandez, yes; Mr. Hilliary, yes; Ms. Smith, yes; Mr. Stewart, yes; Mr. Gilbert, yes. Motion carried. A copy of the minutes is on file at the Oklahoma Department of Career and Technology Education.

RECOGNITIONS AND PRESENTATIONS

2.01 MR. SCOTT NEMECEK, AGRICULTURAL EDUCATION PROGRAM MANAGER TO PRESENT AN OVERVIEW OF AGRICULTURAL EDUCATION

Mr. Scott Nemecek said thank you Dr. Mack and good morning. It's a privilege to be here this morning. We were talking earlier and I'm just shy of a couple of weeks of being here for a full year and after teaching for 35 years in our ag education classroom. It's been a really exciting year to be here and just wanted to bring you some updates and some highlights of what's going on.

Scott had a presentation that was shared on the screen. The first thing is to introduce you to our staff. We're very fortunate to have a high quality staff that has a lot of experience and do a really good job for us. We have five areas in our state that are: Central Area (Rose Bonjour), Northeast Area (Guy Shoulders), Northwest Area (Allen Miller), Southeast Area (Clark Long), Southwest Area (Kurt Murray) and then we also Trevor Lucas, FFA Executive Secretary, Kathie Short as Administrative Assistant for FFA, Kandis Rupp, Administrative Assistant for Ag Ed.

We have 456 programs in 364 school districts that are approved here in our state. All our programs follow what we call the three-circle model of agricultural education. It all begins in the classroom, with that classroom and laboratory instruction and that expands out to our experiential learning or what we call supervised agricultural experience, and which could also be called work-based learning. Then our leadership part of that is our student organization or CTSO which is the FFA organization.

I did break this down by each area in order to give you an update. Classroom Instruction, just like schools and technology centers everywhere there have been challenges from COVID this year. Every schools been doing something different throughout the year with different policies, different procedures, just trying to adapt to that and helping our teachers

as much as we can to be effective during this time. One of the things that did come out of that is the meats curriculum. I'm sure that you've heard about that statewide but particularly in agricultural education with the Federal Cares Act funding we were able to have 11 schools that received equipment grants and got a lot of equipment for that meat processing being able to teach those units. There are also over 60 schools that have expressed some interest in doing that in the future. Some of our lottery grant applications have included some meat items, processing and to help to students to learn more about that industry and the needs that we have there in our state and meat processing. Along with that there are 27 students statewide who have passed the American Meat Science Association (AMSA) certifications. That is something we're proud of and look forward to seeing many more of those coming down the road there's been a lot of interest expressed.

The supervised agricultural experience portion of our program is part of that circle of our program. We've had over 26,000 individual experiences that are documented this year in our Agricultural Experience Tracker (AET) which is our online record keeping system. Those experiences are in a variety of areas:

- Foundational experiences can explore career opportunities or particular areas of agriculture that they have an interest into entrepreneurial opportunities for students in agriculture and that can range from just a very small business all the way up to thousands of dollars that they have invested or earned and we also have placement opportunities where students work for an employer and are earning income from that part-time.
- Research opportunities for SAE's (Supervised Agricultural Experience) and many of our students do that and participate in our Agri-science fairs along with working towards future opportunities in that area. The National FFA organization offers SAE grants to help students get started and those are \$1,000 (one thousand dollar) grants. We had 10 students from Oklahoma receive those this year. FFA is all three circles integrated. We had 747 State FFA degrees that is listed under supervised agricultural experience because that is largely based on their supervised agricultural experience. There are minimum requirements that they must meet to be eligible for that degree in terms of finances and earnings; supervised agricultural experience is a very important part of that and we recognize them at our state convention. We are currently working on processing 161 American Degree Applications which will be submitted to our National FFA for those students to receive those in October at the National FFA Convention.
- Some highlights of our national success. Last year, we had two American Star Recipients which was Will Shelby from Madill in placement and Nicole Stevens from Yukon in Agri-science. That's the highest award of the American Degree Recipients and those students are well on their way to successful careers. They are college students at this point and are finishing up college in one case and so they are well on their way to their chosen careers and we're very proud of them and their accomplishments as they represent themselves in our state.
 - We also had Five National Proficiency Winners (there are 45 areas) and 18 finalists that made the final three in each area.
 - Meeker Public School was the model of excellence chapter, which is the number one chapter in the nation.

- We had Seven National Champions in the Agri-science fair, tied back to that research SAE. That is tied with Georgia for the highest number of winners in the nation.
- We also have 32 national three-star chapters, which is the highest ranking that a chapter can receive.

Many of those things we will be working on this summer and submitting for the chapters and students this year to be recognized this fall.

Some of the other highlights throughout the year and one of the things that we are most proud of is that we worked very hard to offer as many in person events during the COVID season that we had in all areas of our program from leadership to competition to livestock shows. Our senior leadership team here was very good in helping us to navigate those things and making things possible for our students and lots of attendance of those. We're appreciative for those opportunities to be able to continue, we believe that's a very important part of all programs to have those opportunities for our students to participate outside the classroom. We also worked on:

- Teacher retention and recruitment
- New program funding requests are continuing to come in and we have 9 right now that are unfunded.
- We had over 27,000 hours of Community Service that have been documented in our system.

Some challenges that we have are the teacher supply. Right now, we have 15 retirees out of the 450 teachers we have. There are jobs continually that come open and the challenge is finding quality teachers. The other challenge is the recovery from COVID, what's that going to look like, what schools are going to look like, how they are going to proceed then what can we do to assist them in helping make that transition back to what normal is going to look like.

We are very fortunate that we have a lot of industry support and a lot of sponsors that support us. A few of them are the Oklahoma FFA Alumni, which sponsors our camps in the summer. They provide scholarships for students to attend Washington Leadership Conference and provide support throughout the year. The Oklahoma FFA Foundation was started back in 1985. We have a lot of industry partners that make donations through the foundation to help our students through scholarships and awards. We had over 2.8 million dollars given to our foundation this year and a large portion of that was from the Anderson Family here in Oklahoma. That donation is being dedicated to our State Stars and that will be a very significant scholarship gift to those students beginning next year.

MANAGEMENT INFORMATION

3.01 INDUSTRY CREDENTIALS REVIEW BY MS. JENNIFER PALACIO, TESTING AND ASSESSMENT MANAGER

Dr. Mack said that each year we bring to the board an outline of the industry credentials and go over the process for adding an industry credential.

Ms. Jennifer Palacio said thank you for giving me the opportunity to talk about this and of course this is something that's very important. Industry has told us they don't just want skilled employees; they want employees that have earned credentials. We've made it one of our major goals to make sure that we're increasing the number of credentials, that we're providing those opportunities and that we're also able to provide that information to our audiences that may need to know what we offer.

Our division oversees competency certification testing and high stakes licensure testing for some of our fellow agencies. The origins of the credentials book was the approved assessment list. Industry was telling us that credentials are important. They want people to be able to earn them because they're an objective measurement that they have earned skills and that they have accomplished what an occupation may require for someone who is working in that area. We knew that we needed to gather that information because we have such a wide network of outlets. The first step was, of course, to see what credentials were already being offered and then to see where we may need to increase those credentials.

We created a list that provided us a way to put into our student information system. As we all know, data is a very powerful tool and this would allow us to be able to track that, see what was being used, see what industry is valuing, and what our CareerTech programs are valuing. That was where the list came to be. The process to add something to that list is:

- we have a request form that can be completed
- then the program area manager will review and approve
- then the assessment manager will review and verify information on the request form
- then it will be added into our CareerTech information management system (CTIMS), the approved assessment list and to the credential book.

(while showing an excel document). We wanted to make sure we were capturing certain criteria; something industry requires you to use or have in order to work in that occupation; is industry requiring it, is it something that industry has endorsed and said this is valuable to us, is it aligned to some sort of a national standard, who is that and then you know how it can then count for other things in our system. The credential book provides a list of industry valued credential approved by Oklahoma CareerTech to be utilized by CareerTech programs to demonstrate competency to perform in a specific occupation or provide legal authority to work in an occupation.

We have two types of credentials: license and certification. License is a legal authority to work in an occupation which can be awarded by a governmental licensing agency and requires the candidate to meet predetermined criteria and successfully pass state administered exams. Certification demonstrates competency to do a specific job and can be awarded by a professional organization or other non-governmental body and requires successful completion of an examination process. This section of the credential book provides the various criteria that were deemed important to industry/educational audiences; education level, skill (SK), industry aligned (IA), industry endorsed (IE), industry required (IR) and secure and proctored (S/P).

(while showing the credential book) You can see how this is organized by cluster; then by credential, code, issuing agency, type of credential (IA, IE, S/P), endorser and core. This just makes the formatting easier to see without all the back-office information (which was shown earlier).

Certification numbers for 2019-2020

Total Certifications Earned	21,983
Industry Required	5,008
Industry Endorsed	13,383
Industry Aligned	15,711
National Career Readiness	1,979 (not included in the total)

The data allows us to gather this information, see where we are, see where we need to go and we can also pull information at each certification level to see what is being used by the technology centers or programs and where we have gaps or where we may need to look and increase options.

You can access the credential book at <http://www.okcareertech.org/educators/assessment-and-testing/testing>

3.02 LEGISLATIVE UPDATE BY DR. MACK

Dr. Mack said that as of yesterday there were 485 bills, 484 signed; one that did go into effect without a signature. Out of those 485 bills currently 48 of those do either have an impact or require specific action on behalf of either ODCTE or our CareerTech schools. We will be working through that process as we finish the legislative cycle. We work directly with our schools to make sure that they are aware of any of the changes or things as specific statutes are changed and as we move forward. When we do finish that process, I will provide that spreadsheet to the board members so you can look through that and see some of those statutory requirements.

Also, when the budget is approved, we will be preparing that to bring to the board. The board did approve in September 2020 our request for a flat budget, we were requesting not to be cut. Currently in the proposed budget CareerTech does receive a one percent increase which would allow for us to meet the statutory requirement of the health benefit allowance for our Technology Centers. If there are funds available, we will go through the list specifically to the items that were listed on our recommendations for funding and make sure that we fund those on our priority list. We will present the budget in June for approval and put in the budget work programs starting July 1.

MANAGEMENT ACTION ITEMS

4.01 DISCUSSION AND VOTE ON FY21 LOTTERY SCHOLARSHIPS BY DR. JUSTIN LOCKWOOD, DEPUTY STATE DIRECTOR

Dr. Justin Lockwood said thank you Dr. Mack. It's my pleasure to present for the board's consideration the FY21 Lottery Scholarships. You should have, in your packet, a breakdown of that information. We awarded 365 scholarships for a total of \$390,000. These scholarships are given based on certain criteria that must be met by CareerTech educators working on a certification and are awarded on a reimbursement status. At the present time we award \$325 per credit hour which is based on the funding available.

Mr. Stewart moved to approve the FY21 Lottery Scholarships. Superintendent Hofmeister seconded the motion. The motion carried with the following votes: Mr. Bobek, yes; Mr. Brown, yes; Mr. Gilbert, yes; Ms. Hernandez, yes; Mr. Hilliary, yes; Ms. Smith, yes; Mr. Stewart, yes; Superintendent Hofmeister, yes. Motion carried. A copy is on file at the Oklahoma Department of Career and Technology Education.

4.02 DISCUSSION AND VOTE ON FY22 LOTTERY GRANT AWARDS (K-12) BY CORI GRAY, DEPUTY STATE DIRECTOR

Ms. Cori Gray said good morning Superintendent Hofmeister, Dr. Mack, board members and guests. It is my pleasure to present the FY22 lottery scholarship recipients for your approval. We're excited to announce that we have over \$1.8 million in awards this year with a total number 139 grants awarded and there are awards for each program area. In your packet you will see a breakdown of individual program areas as well as local area.

Mr. Stewart moved to approve the FY22 Lottery Grant Awards for K-12. Mr. Brown and Mr. Gilbert seconded the motion. The motion carried with the following votes: Mr. Stewart, yes; Ms. Smith, yes; Mr. Hilliary, yes; Ms. Hernandez, yes; Mr. Gilbert, yes; Mr. Brown, yes; Mr. Bobek, yes; Superintendent Hofmeister, yes. Motion carried. A copy is on file at the Oklahoma Department of Career and Technology Education.

4.03 DISCUSSION AND VOTE ON FY22 LOTTERY GRANT AWARDS (TECHNOLOGY CENTERS) BY DR. JUSTIN LOCKWOOD

Dr. Justin Lockwood said once again it is my pleasure to present the technology center lottery grants for your approval. We are proposing to award \$1,806,000 to 14 different technology centers. Dr. Mack said that in your packet you will see a list of the proposed grants.

Mr. Brown moved to approve the FY22 Lottery Grant Awards for Technology Centers. Ms. Hernandez seconded the motion. The motion carried with the following votes: Mr. Bobek, yes; Mr. Brown, yes; Mr. Gilbert, yes; Ms. Hernandez, yes; Mr. Hilliary, yes; Ms. Smith, yes; Mr. Stewart, yes; Superintendent Hofmeister, yes. Motion carried. A copy is on file at the Oklahoma Department of Career and Technology Education.

**4.04 DISCUSSION AND VOTE ON PROPOSED 2022 CAREERTECH STATE BOARD
MEETING DATES BY DR. MACK**

Dr. Mack said Angela is sharing those dates out. We have received the state calendar and so annually in May we bring to the board and ask for your approval of the proposed meeting dates so that you can get those on your calendar.

Mr. Stewart moved to approve the 2022 CareerTech State Board Meeting Dates. Mr. Brown seconded the motion. The motion carried with the following votes: Mr. Stewart, yes; Ms. Smith, yes; Mr. Hilliary, yes; Ms. Hernandez, yes; Mr. Gilbert, yes; Mr. Brown, yes; Mr. Bobek, yes; Superintendent Hofmeister, yes. Motion carried. A copy is on file at the Oklahoma Department of Career and Technology Education.

**4.05 DISCUSSION AND VOTE TO APPROVE THE DANFORTH CAMPUS IN
EDMOND AS AN OFFICIAL CAMPUS OF FRANCIS TUTTLE TECHNOLOGY
CENTER SCHOOL DISTRICT BY DR. MACK**

Dr. Mack said Superintendent Hofmeister and board members, I'm very excited to be able to bring to you an opportunity for students to experience more career and technology education. Francis Tuttle Technology Center has a campus that they are opening at Danforth and as our rules state for any campus that is going to offer five or more full-time career programs the board does need to approve those so that we reflect that not only in the school profile but also add that to our list for accreditation. We're very excited to bring this to you for approval.

Mr. Bobek moved to approve the Danforth Campus in Edmond as an official campus of Francis Tuttle Technology Center School District. Ms. Hernandez seconded the motion. The motion carried with the following votes: Mr. Bobek, yes; Mr. Brown, yes; Mr. Gilbert, yes; Ms. Hernandez, yes; Mr. Hilliary, yes; Ms. Smith, yes; Mr. Stewart, yes; Superintendent Hofmeister, yes. Motion carried. A copy is on file at the Oklahoma Department of Career and Technology Education.

Dr. Mack thanked Dr. Keylon and Dr. Scott for joining us this morning and we are very excited for the students of Francis Tuttle and for the CareerTech system to add our 59th campus.

**5.01 PROPOSED EXECUTIVE SESSION TO DISCUSS THE EMPLOYMENT OF THE
CAREER AND COUNSELING DEVELOPMENT MANAGER (AUTHORITY: 25 O.S.
2011, § 301 (B)(1))**

Mr. Bobek moved to convene into executive session at 10:01am. Mr. Brown seconded the motion. The motion carried with the following votes: Mr. Stewart, yes; Ms. Smith, yes; Mr. Hilliary, yes; Ms. Hernandez, yes; Mr. Gilbert, yes; Mr. Brown, yes; Mr. Bobek, yes; Superintendent Hofmeister, yes. Motion carried.

State Director Marcie Mack, Assistant Attorney General Glen Hammonds, Chief of Staff Becki Foster joined the Board in executive session.

Ms. Smith moved to return to open session at approximately 10:11am. Mr. Bobek seconded the motion. The motion carried with the following votes: Mr. Bobek, yes; Mr. Brown, yes; Mr. Gilbert, yes; Ms. Hernandez, yes; Mr. Hilliary, yes; Ms. Smith, yes; Mr. Stewart, yes; Superintendent Hofmeister, yes. Motion carried.

Mr. Stewart moved for approval hiring Shawna Nord as the Career and Counseling Development Manager effective June 1, 2021. Mr. Brown seconded the motion. The following motion carried with the following votes: Mr. Stewart, yes; Ms. Smith, yes; Mr. Hilliary, yes; Ms. Hernandez, yes; Mr. Gilbert, yes; Mr. Brown, yes; Mr. Bobek, yes; Superintendent Hofmeister, yes. Motion carried.

NEW BUSINESS

There was no new business.

ANNOUNCEMENTS

Mr. Stewart asked for a brief outline of what our current policy on masks, live attendance and zoom attendance is currently.

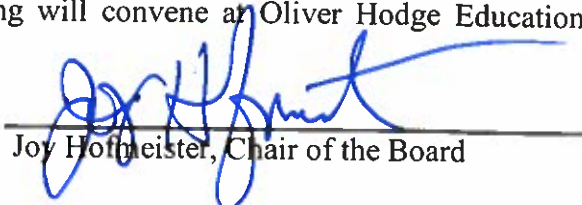
Dr. Mack said that, here at the agency, the City of Stillwater did change their ordinance, of masks required, so we also changed our masks required to masks optional/recommended. If individuals want to wear a mask, they absolutely can, and we are still practicing social distancing as well. Each of the schools are following the recommendations. Many of them are following the guidance from the State Board of Education, depending on location. We do have the safety protocols for each of the Technology Centers on our website and they are evaluating that for each of the districts. It is their local determination from the board on what they put in place.

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:19 a.m.

The next regular meeting of the State Board of Career and Technology Education will be held on Thursday, June 17, 2021 at 9:00 a.m. The meeting will convene at Oliver Hodge Education Building, Oklahoma City, Oklahoma.


Angela Jones, Executive Assistant
to the CareerTech State Director and Secretary
of the CareerTech Board


Joy Hofmeister, Chair of the Board